



CITY OF HOUSTON

Administration & Regulatory Affairs
Department

Annise D. Parker

Mayor

Tina Paez
Director
Administration & Regulatory
Affairs Department
P.O. Box 1561
Houston, Texas 77251-1562

T. 832.394.8803
F. 832.395.9632
www.houstontx.gov

January 12, 2015

Dear Taxicab Permit Holder:

This letter is to notify you that the annual taxicab permit fee is due on or before **MAY 1, 2015**. Please note effective January 1, 2015 all fees in the City of Houston have increased. The annual taxicab permit fee is \$550.46 per vehicle. In addition to the permit fee, an administrative fee of \$27.52 per vehicle is due. Please see the Taxi Renewal Checklist attachment for installment fee pricing. Section 46-68 of the Code of Ordinances reads in part:

"The annual permit fee shall be paid in advance to the department of administration and regulatory affairs in three installments on or before May 1st, June 1st, and June 15th of each calendar year in amounts prescribed in the city fee schedule."

Attached is a check list to assist you in the renewal process as well as a contact information sheet. Please sign and date the attached checklist along with the completed contact information sheet and return the forms with payment to the Transportation Section at 1002 Washington Ave., Houston, Texas 77002. All forms of payment are accepted.

Your company must submit a Schedule V: Motor Vehicle List when making payment. Please provide copies of all vehicle registrations and/or titles with the list. Copies are required to submit payment. Installment payments are still due and owed for any vehicle taken off line after May 1, 2015 and before the final payment is made. **No payment grace period will be allowed.** Failure to make timely payments will result in your medallion being revoked.

A receipt showing all Ad Valorem and Business Personal Property taxes for 2014 have been paid must be submitted at time of payment. No vehicle will be inspected without a receipt being shown. The independent contractors for your company will also be required to submit their Ad Valorem taxes for 2014, if they own the vehicle.

All inspections will begin February 4, 2015, once payment has been made. This is a reminder that the vehicle MUST have the new meter rates on the meter to obtain the new 2015 inspection sticker.

Please note that City Council approved all 2009 model year vehicles as taxicabs to operate an additional year after passing an independent inspection done ONLY by HAF, Inc., at 5118 Ashbrook, Houston, Texas 77081 for \$82.50. You must call and make an appointment at 713-665-5777.

Any salvaged titled vehicle online as of August 6, 2014 will be allowed to stay online ONLY after passing an independent inspection done by HAF, Inc. The vehicle must pass the independent inspection each year until such time the vehicle times out.

As per Section 46-11.6, all wheelchair accessible vehicles will be allowed to stay online indefinitely ONLY after passing an independent inspection each year. This year that inspection is being conducted by HAF, Inc.

You can start calling HAF for an appointment on January 15, 2015. The last day to be inspected by HAF is April 30, 2015. HAF, Inc. will not accept walk in customers. Should your vehicle fail, you have 10 days to return and get re-inspected without being charged a fee. If you return after the 10 day period for re-inspection, you are subject to being charged a fee.

However, all 2008 vehicles that received the one (1) year extension last year must be taken off line on or before April 30, 2015.

Provide original titles, registrations or sales invoices along with insurance for all new vehicles at the time of payment. Please note that with the ordinance change in August 2014, the new rules for vehicles added after January 1, 2015 **MUST** meet one of the following requirements:

- 1) Be a 4-cylinder engine
- 2) Be a hybrid-electric engine
- 3) Be wheelchair accessible (lift or ramp)
- 4) Be a vehicle with combined MPG of 20, or
- 5) Be a SUV

When you are submitting an Add/Drop form, the inspection sticker from the vehicle you are dropping MUST be turned in before the new vehicle will be inspected. If you have a new car and receive the registration and permanent license plates, please come to our offices and submit the information so we may provide you with an updated inspection sticker.

Please be aware in the ordinance change that occurred in August 2014, there are new data requirements for all permittees. Enclosed is a form listing all the data that is required to be submitted on a quarterly basis to the City. If you are unable to submit the required information, please fill out the form and provide it back in the completed packet when you make payment. Also, make sure to review our ARA Transportation website where we have provided a link to the approved ordinance from August 2014. There were multiple changes you need to make sure you are familiar with.

Should you have any questions contact Nikki Cooper or Heather Metelski at (832) 394-8803.

Sincerely,



Kathryn Bruning
Assistant Director
Administration & Regulatory Affairs Department

Enclosure



Administration and Regulatory Affairs Department

1002 Washington Avenue, Houston, TX 77002

Phone: (832) 394-8803 Fax: (832) 395-9632

Hours: Monday - Friday -- 8:00 AM - 4:30 PM

Vehicle-For-Hire Data Submission Requirements

I, on behalf of _____ (Company), acknowledge the operational data submission and reporting requirements in Section 46-11 of the City of Houston Code of Ordinances. I attest to _____ (Company's) ability to comply with these requirements and certify that _____ (Company) has chosen not to submit a data submission waiver request under Section 46-11(d). I understand that this data must be submitted quarterly in a format approved by the Director. I acknowledge that failure to comply with Section 46-11 may result in an administrative hearing pursuant to Section 46-5 to revoke or suspend _____ (Company's) permit or certificate of registration. I acknowledge that failure to comply with Section 46-11 may result in the non-renewal of _____ (Company's) permit or certificate of registration.

Data Submission Instructions

- Data must be submitted in the approved form available at <http://www.houstontx.gov/ara/regaffairs/transportation>.
- All data must be submitted by email to aracontactus@houstontx.gov.
- Computers with internet access are available to the public free of charge at Houston Public Library locations. Location information can be found online at <http://houstonlibrary.org/find-it/find-library-location> or by phone at 832-393-1313.
- If you are unable to fulfill some or all of the data submission requirements, you may apply for an annual waiver. The waiver application form is available at <http://www.houstontx.gov/ara/regaffairs/transportation> and must be submitted with your permit application packet.
- Data is due quarterly on the following dates:

Date Due	Months Covered
April 10	January, February, March
July 10	April, May, June
October 10	July, August, September
January 10	October, November, December

Signature of Applicant or Applicant's Agent

State of Texas
County of Harris

Before me, _____, on this day personally appeared _____ proved to me through _____ to be the person whose name is subscribed to the foregoing instrument and acknowledged that he/she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ Day of _____, A.D. 20____.

Signature of Notary

Notary Stamp Here:

Data Submission Waiver Request

I, on behalf of _____ (Company), acknowledge the operational quarterly data submission and reporting requirements in Section 46-11 of the City of Houston Code of Ordinances. On behalf of _____ (Company), I formally request a one-year waiver under Section 46-11(d) for the following data submission requirements (check which apply):

- ☐ The total number of trips provided in the City, specified by method of arranging service (e.g. street hails, dispatch, etc.)
- ☐ The total amount of revenue retained by the permittee or registrant
- ☐ The total amount of revenue retained by the permittee's or registrant's licensees
- ☐ The gross receipts generated by the permittee's or registrant's vehicle-for-hire service in the City, specified by method of arranging service (e.g. street hails, dispatch, etc.)
- ☐ The total number of trips provided to passengers travelling to George Bush Intercontinental Airport and William P. Hobby Airport
- ☐ The total number of permitted vehicles in operation
- ☐ The total number of wheelchair accessible vehicles available and in use by the permittee or registrant
- ☐ The total number of wheelchair accessible trips requested of the permittee or registrant
- ☐ The total number of wheelchair accessible trips completed by the permittee or registrant
- ☐ The total number of licensees that provide vehicle-for-hire services on behalf of the permittee or registrant
- ☐ The total number of rides requested and accepted by the permittee and registrant in each zip code within the City and the number of rides that were requested but not accepted by the permittee and registrant in each zip code within the City
- ☐ The total number of accidents or collisions involving a permittee or registrant and its licensees, including the date and time of the accident or collision and the cause of the accident or collision
- ☐ The total number of hours each of the permittee's or registrant's licensees spent providing vehicle-for-hire transportation services

In accordance with Section 46-11(d), I have attached the following supporting documentation:

- A clearly articulated reason why _____ (Company) is unable to provide each of the items indicated above
- A sample of the operations data that _____ (Company) is able to provide
- A plan of action with a definitive three-year time frame to provide the items indicated above in the future

On behalf of _____ (Company), I acknowledge that the submission of a waiver request does not guarantee an exemption to any or all of the data reporting requirements in Section 46-11.

Signature _____

Print Name: _____

Date: _____



NOTICE:
CITY OF HOUSTON COMPLIANCE AGREEMENT
TAXICABS



I, _____
COMPANY REPRESENTATIVE (PLEASE PRINT)

COMPANY NAME (PLEASE PRINT)

Understand and hereby acknowledge that by signing this compliance agreement, I am agreeing to be in compliance with all the City of Houston Code of Ordinances applicable to the operation of a taxicab service, and I understand the consequences of violating each of the sections referenced below.

Please initial each paragraph.

INSURANCE:

_____ Section 46-67 requires that proof of continuous commercial auto liability insurance coverage in the amount specified in the Texas Motor Vehicle Safety Responsibility Act. **In the event that the policy terminates or is cancelled the taxi permit shall be automatically suspended and discontinue operations. If proper replacement policy is not provided to the director on or before the tenth business day after the date of cancellation of the policy the taxi permit shall automatically terminate.**

ANNUAL PERMIT FEES:

_____ Section 46-68 requires the annual permit fee to be paid on or before May 1 of each year with the option to pay in three installments, the first installment of the fees due on or before May 1, the second installment of fees due is on or before June 1 and the final installment of fees due is on or before June 15. **Section 46-4 – A license or permit issued for the operation of a vehicle for hire may be terminated at any time for failure to pay any applicable fee or installment payments imposed pursuant to this chapter.**

CELL PHONES:

_____ Section 46-11.2 reads that it is unlawful for any permittee, registrant or licensee to use or cause to be used any cellular telephone or any other electronic communication device to place or receive a phone call or write, send or read a text-based communication during the active provision of transportation services while the passenger is in the vehicle for hire. The exception to this is if the device is used to hands free, if the vehicle is parked, or used to contact 911.

FIRE EXTINGUISHER:

_____ Section 46-11.1 requires, except for pedicabs, no permittee or licensee shall operate or cause to be operated any vehicle for hire within the city unless it is equipped with a fire extinguisher consistent with Section 547.607 of the Texas Transportation Code stored within reach of the driver for immediate use.

VEHICLE TITLE CLASSIFICATION:

_____ Section 46-11.3 reads that no vehicle for hire authorized to operate as such pursuant to the terms of this chapter shall have a title classification of "salvage," "junk," "rebuilt-salvage," "total loss," "non-repairable," or any equivalent or comparable classification in any other jurisdiction. HOWEVER, any vehicle online as of August 6, 2014 with the above referenced title classification may continue to operate through the normal ordinance determined vehicle life, IF the vehicle passes a third party inspection at a location designated by the director.

ACCIDENTS:

_____ Section 46-9 relates to accident reports. This section requires that any vehicle involved in an accident or collision that results in injury or damage to any person or property, the licensee is required to notify the permittee without delay. The permittee is required to keep records of these events and notify the director no later than 5 business days after the accident or collision.

COLOR SCHEME:

_____ Section 46-22 requires all color schemes be approved by the director. If you change a car and need to amend a color scheme, please notify our office to obtain approval BEFORE sending the vehicle in for the new inspection.

TERMINATION/REVOCATION OF A LICENSE/PERMIT:

_____ Section 46-4 – A license or permit issued for the operation of a vehicle for hire may be terminated at any time for failure to pay any applicable fee or installment payments imposed pursuant to this chapter or for failure to maintain the requisite insurance.

_____ Section 46-11.5 – a person whose application for a permit, license, or certificate of registration has been denied or whose current permit, license, or certificate of registration has been revoked or refused for renewal and such action has become final shall be required to wait a period of one year from the date the denial, revocation, or refusal became final before becoming eligible to reapply for a permit, license or certificate of registration.

_____ Section 46-11 – Records to be kept by permittees and registrants. All permittees and registrants shall maintain business and operations records in a manner that demonstrates compliance with this chapter as provided by regulation of the director. All permittees and registrants shall collect, maintain and provide to the director on a quarterly basis and on demand, operations data pertaining to the performance or facilitation of transportation services. Please refer to Section 46-11 for all the specific information to be submitted.

Print Name

Signature

Date

Company Contact List:

Company Name: _____

Please check which of the type of your company is permitted to operate:

☐ Taxi ☐ Limo ☐ Charter/SS ☐ School ☐ Jitney ☐ Pedicab ☐ LSS ☐ SGT ☐ TNC

Contact: Name Email	Phone Fax
Mailing Address: 	
Physical Address: 	
Alternative Person to Contact: Name Email	Phone Fax
Website: 	
Number of vehicles currently permitted:	
Signature:	Date:

TAXICAB RENEWAL CHECKLIST

NOTE: 2015 INSPECTIONS START FEBRUARY 4, 2015

- I. **Payment of required permit fee**
 - a. \$550.46 per vehicle annually (due on or before MAY 1, 2015); **or**
 - b. \$220.19 per vehicle due on or before MAY 1, 2015;
\$165.14 due on or before JUNE 1, 2015; and
\$165.13 due on or before JUNE 15, 2015.
 - c. \$27.52 per vehicle administration fee – If paying in installments, the administrative fee is charged on the first installment not on the second.
- II. **Motor Vehicle List:** A current motor vehicle list must be provided along with payment.
 - a. Reminder any 2009 vehicle or salvage rebuilt titled vehicle will not be accepted for inspection until the City has been notified by HAF, Inc. that the vehicle has passed inspection.
 - b. Reminder all 2008 vehicles MUST be offline by April 30, 2015.
 - c. DO NOT wait until the last minute for your HAF inspection.
 - d. *You MUST submit a vehicle registration and/or title with your motor vehicle list to submit payment.*
- III. **Fire Extinguisher:** All vehicles must be equipped with at least one quart of chemical type fire extinguisher in good condition and located for immediate use as required by the State of Texas Transportation Code and Chapter 46. Located for immediate use is within reach of the driver, when the driver is in the driver seat.
- IV. **Proof of Ownership:** Must provide 1 of the below original listed items if adding a new vehicle to the license. If you have a license plate change a vehicle registration will be the only document accepted.
 - a. Bill of Sale (for new vehicles only)
 - b. Title
 - c. Vehicle Registration
- V. **Lease Agreement:** Required for all vehicles not owned by the company. Lease agreement must be for a term of one year or longer, with lease dollar amount stated and signed by both vehicle owner and licensee. (ONLY for new vehicles added on to the license OR if the old lease has expired)
- VI. **Add/Drop Form:** Necessary when adding or deleting a vehicle from the license.
 - a. The stickers must accompany this form before drop can be made.
- VII. **Ad Valorem Taxes:** Must provide a copy of the receipt showing all ad valorem taxes and any business personal property taxes have been paid for 2014.
- VIII. **Data Waiver:** Must submit a completed data waiver form. The form is enclosed with this packet.
- IX. **Liability Insurance Coverage:** \$30,000/\$60,000/\$25,000
Proof of insurance will ONLY be accepted from the insurance agent and on the ACORD 25 form. Your insurance agent can email or fax the information to our offices at trans.insurance@houstontx.gov or 832-395-9632.